

City of Albuquerque
Department of Family & Community Services



Request For Proposals
from
Non-Profit Agencies and Public Organizations for
Public Facilities and Improvements and
Access Improvements for the Disabled

Grant Application Process, Calendar Year 2009
Coordinated Human Services Contract Program (CHSCP)
RFP Number: RFP-DFCS-CHSCP-09-05

RFP Summary

WHO MAY APPLY: Not-for-profit organizations or public organizations, for projects in the City of Albuquerque

DESCRIPTION:

The purpose of this Request for Proposals (RFP) is to solicit innovative and effective proposals from qualified non-profit organizations or public organizations interested in developing facilities through acquisition and/or renovation that will house services that will benefit low- and moderate-income persons. This RFP is also soliciting for proposals for projects that will provide physical improvements to public facilities to enhance accessibility to a facility by persons with disabilities.

This RFP is accepting proposals for the following types of projects:

- Non-Profit Facility Acquisition/Renovation - \$500,000
- Access Improvements for the Disabled - \$250,000

Additional funds may be available for these projects.

PRE-PROPOSAL MEETING:

Date: Friday, July 17, 2009
Time: 9:30 am
Location: City of Albuquerque Plaza del Sol Building
600 Second St., NW
Basement Hearing Room

PROPOSAL DUE: 4:00 pm, Friday, July 31, 2009. Submit to the Office of the City Clerk.

QUESTIONS: For questions or clarifications about this RFP, please contact Linda Rumpf, Planner, at (505) 768-2931 or email lrumpf@cabq.gov.

REQUEST FOR PROPOSALS

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1.0 Background

The City of Albuquerque Department of Family and Community Services Department has established a series of priorities for funding authorized in the City's *2008-2012 Consolidated Plan*. The City of Albuquerque, through the Coordinated Human Services Contract Program (CHSCP), has adopted a uniform process for soliciting and reviewing project proposals. The *Plan* has been adopted by the Albuquerque City Council. In the 2009 Annual Investment Strategies, that component of the *Plan* which specifies activities to be funded during the year, funds have been designated for this project.

2.0 Purpose

The purpose of this Request for Proposals is to solicit innovative and effective proposals from qualified non-profit organizations or public organizations interested in developing facilities through acquisition and/or renovation that will house services that will benefit low- and moderate-income persons. This RFP is also soliciting for proposals for projects that will provide physical improvements to public facilities to enhance accessibility to a facility by persons with disabilities.

Types of services to be provided may include, but are not limited to, shelters for persons who are homeless, health care services, programs that serve victims of domestic violence, programs that address the needs of underserved populations, or employment programs.

This RFP is accepting proposals for the following types of projects:

- **Non-Profit Facility Acquisition/Renovation**

Projects to develop public facilities through acquisition and/or renovation that will house services that will benefit low- and moderate-income persons.

- **Access Improvements for the Disabled**

Projects to provide physical improvements to public facilities to enhance accessibility to the facility by persons with disabilities. Projects must meet federal Americans with Disabilities Act (ADA) requirements.

Offerors may submit proposal/s for either project category or a combination of both. Please be clear in your proposal which category applies to your project. These funds may be awarded to one or more Offerors.

FUNDING:

- Non-Profit Facility Acquisition/Renovation - \$500,000
- Access Improvements for the Disabled - \$250,000

Additional funds may be available for these projects. The City reserves the right to increase or decrease the funding amounts available in this RFP. Amounts and scopes are subject to funding availability.

3.0 Administrative Requirements

Potential Offerors to this Request for Proposals are strongly advised to become familiar with the content of the most current version of the publication entitled “***Administrative Requirements for Contracts Awarded Under the City of Albuquerque***” (hereinafter referred to as the “*Administrative Requirements*”). The publication contains uniform administrative rules for contracts awarded pursuant to the Department’s Social Services Program. Contractors are expected to understand and comply with all applicable rules contained within the publication. Among the topics covered in the publication are: Allowable Activities; Beneficiary Populations; Definitions; Application for Funding through City of Albuquerque Community Development Program; Eligible Entities; Required Assurances; Budgetary Guidelines for Community Development Contracts; Award Procedures and Contract Expenditures; Accounting for Community Development Contract Funds; Work Plans; Amendments; Program Performance Reports; Suspension and Termination Procedures; and Standard Forms for City Contracts.

The *Administrative Requirements* are available online on the Department’s website at www.cabq.gov/family/Publications.html. A printed copy can also be obtained, Monday through Friday, between 8:00 a.m. and 5:00 p.m., at the City of Albuquerque, Department of Family and Community Services, 5th floor, Room 504, Old City Hall, One Civic Plaza, Albuquerque, New Mexico 87102.

4.0 Priority Activities/Scope of Services

4.1 Non-Profit Facility Acquisition/Renovation -- Scope of Services

The Department will allocate funds for acquisition and/or renovation of one or more facilities that will house programs than benefit low- and moderate-income persons. The Offeror should describe the population that will receive services in the facility and provide a detailed description of the services it intends to provide.

If the Offeror is applying for funds for renovation, the project must be ready to proceed to the construction phase within 9 months after the contract is executed with the City.

If the Offeror is applying for acquisition funds, an estimated appraised value of the building must be submitted with the application with the understanding that a complete and current appraisal will be required before the acquisition can proceed. The Offeror must be ready to close the sale within 6 months after the contract is executed with the City.

If the Offeror is applying for acquisition/renovation or only renovation funds, the Offeror must submit an estimated appraised value, current and post-renovation, with the application

with the understanding that a complete and current “after rehabilitation” appraisal will be required before acquisition and/or renovation can proceed.

4.2 Access Improvements for the Disabled -- Scope of Services

The Department will allocate funds for projects to provide physical improvements to public facilities to enhance accessibility to the facility by persons with disabilities. Projects must meet federal ADA requirements.

The facility/ies need to house programs than benefit low- and moderate-income persons. The Offeror should describe the population that will receive services in the facility and provide a detailed description of the services it intends to provide.

If the Offeror is applying for funds for renovation, the project must be ready to proceed to the construction phase within 9 months after the contract is executed with the City. The Offeror must submit an estimated appraised value, current and post-renovation, with the application with the understanding that a complete and current “after rehabilitation” appraisal will be required before acquisition and/or renovation can proceed.

5.0 Funding Limitations and Other Requirements

5.1 Limitation on Use of Funds for Acquisition

Funding will only be available for properties that are vacant or currently occupied by the applicant. No funds will be provided for any facility that is occupied by a renter other than the Offeror.

Funding for acquisition cannot exceed the current appraised value of the property, inclusive of all other existing debt on the property. The Offeror will need to submit with the proposal a financial summary and proforma for the estimated term of the City’s requirements detailing how any debt on the property will be serviced, including sources and uses of funds. The format or presentation may be determined by the Offeror.

5.2 Requirements for Use of Funds for Renovation

Funding for renovation must be sufficient to complete the specific scope of work. If the scope of work requires more funds than are available through this RFP, the Offeror must certify that it has the additional funds necessary to complete the project. Funding for the renovation cannot exceed the after-rehabilitation appraised value of the property inclusive of all other existing debt on the property.

Offerors are advised that additional funds from the City are not available and that failure to secure sufficient funds needed to complete the project within the approved budget and time line will be cause for the City to cancel the contract.

5.3 Term of Contract and Use Requirements

For each \$10,000 worth of assistance provided for either acquisition or renovation, the successful Offeror will be required to provide a year of service related to the original purpose for which the funds were allocated. For example, if the successful Offeror received \$100,000 to acquire a shelter for homeless persons, the City would require a minimum of 10 years use of the facility for a shelter. The use of the facility will be restricted through a mortgage, promissory note and restrictive covenants. In no instances will the use restriction apply for more than 30 years, regardless of the amount funded.

5.4 Faith Based Initiatives

These funds may be used for the acquisition and/or renovation of structures only to the extent that these structures are used for conducting eligible HUD activities. Where a structure is used for both eligible and inherently religious activities, the funds may not exceed the cost of those portions of the acquisition and/or renovation that are attributable to eligible activities.

5.5 Other Federal Requirements

The Offeror is aware that funds used for renovation will be subject to the requirements of 24 CFR Part 84. As such, the Offeror must make all reasonable efforts to encourage small businesses, minority-owned firms and Women's Business Enterprises to bid on the project. The successful Offeror will also include in its bidding information for renovation language that encourages contractor's to comply with Section 3 of the *Housing and Urban Development Act of 1968*, whereby to the greatest extent feasible, and consistent with Federal, State and local laws and regulations, the contractor will make hiring opportunities available to low- and very-low income persons.

An Environmental Review, in accordance with the National Environmental Policy Act of 1960 (NEPA), is required prior to undertaking proposed projects. These services shall include, but not be limited to, Environmental Reviews and Assessments and documentation as required as required by the U.S. Department of Housing and Urban Development's Code of Federal Regulations. Specifically: 24 CFR Part 58.34-58.36.

Please include Environmental Review costs in your estimate. Please visit HUD's website at <http://www.hud.gov/offices/cpd/environment/review/> for more information or contact us for technical assistance.

The renovation project will also be subject to the **Davis-Bacon prevailing wage requirements** issued by the *Department of Labor, Title VIII of the Civil Rights Act, Contract Work Hours and Safety Standards Acts, Copeland Act, Executive Order 11063* as amended by *Executive Order 12259, Executive Order 11246, Flood Disaster Protection Act of 1971, National Environmental Policy Act of 1969*, and other federal requirements.

6.0 Eligible Offerors

6.1 General Eligibility

An agency which is a unit of state or local government and/or an agency currently incorporated as a nonprofit corporation, duly registered with the State of New Mexico Corporation Commission, which has not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying are eligible Offerors for funding. Ineligible entities as defined in **Section 7.3** of the *Social Services Agreement Procurement Rules and Regulations* are restricted from submitting a proposal.

6.2 Limitations on Assistance to Primarily Religious Organizations

Regulations prohibit the use of City funds to renovate, rehabilitate, or convert buildings owned by primarily religious organizations. Independent not-for-profit entities established by primarily religious organizations, however, may be assisted. This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as such activities are carried out in a manner free from religious influences pursuant to conditions prescribed in the Representations and Certifications Assurance form (APP #8) required as an attachment to the Offerors proposal.

6.3 Additional Requirements

a. Personnel Policies

Organizations applying for funds under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest policies

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that must at minimum:

(1) Apply to the procurement and disposition of all real property equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.

(2) Provide that no employee, board member, or other person who exercises any decision making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.

c. Accounting Policies

Offeror organizations must have in place a set of accounting policies that meet minimum standards established by the City in the *Administrative Requirements*.

d. Active Board

Nonprofit Offerors must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept.

7.0 Eligible Beneficiaries

Programs supported, in whole or in part, with funding awarded as a result of this RFP must be targeted to residents of Albuquerque.

7.1 Low Income Populations

Programs supported, in whole or in part, with funding awarded as a result of this RFP must be targeted to residents of Albuquerque whose annual family income is at or below 80% of the median family income for the City of Albuquerque. Support may be made available to some projects and activities which do not require all participants to meet this income test if it can be demonstrated that support of such activities offers the most efficient and expeditious means of serving the eligible population and if at least 51% of those served meet this income test.

The current income limits for various family sizes in the Albuquerque metropolitan area appear below. (These limits are updated periodically by the U.S. Department of Housing and Urban Development.)

Family Income Low Limits, 80% of median:

# in Family	2009
1 person	\$33,300
2 persons	\$38,100
3 persons	\$42,850
4 persons	\$47,600
5 persons	\$51,400
6 persons	\$55,200
7 persons	\$59,000
8 persons	\$62,850

8.0 Technical Assistance

Technical assistance will be provided at the request of proposing agencies by the City of Albuquerque Department of Family & Community Services. Contact Linda Rumpf, Planner, at (505) 768-2931 or email lrumpf@cabq.gov.

8.1 Pre-Proposal Meeting

Staff of the Department of Family and Community Services will conduct one **mandatory** pre-proposal conference for entities interested in submitting proposals in response to this solicitation:

PRE-PROPOSAL MEETING:

Date: Friday, July 17, 2009

Time: 9:30 am

**Location: City of Albuquerque Plaza del Sol Building
600 Second St., NW
Basement Hearing Room**

9.0 Instructions for Completing Applications

9.1 Proposal Format

The proposal shall be completed and assembled as indicated below. Provide a “**Table of Contents**” with page numbers and paginate the proposal submission. Appendices or non-required attachments including letters of endorsement, agency brochures, or news clips may be included if they do not exceed 8 1/2" x 11".

9.2 Cover Sheet

Offerors must use the Proposal Summary and Certification Form (APP #1) as a cover sheet for their proposals. An authorized official of the governmental agency or of the policy board of a non-profit agency to whom agency staff are responsible must sign the form.

9.3 Project Narrative

The project narrative, not including attachments, shall not exceed 10 typed, double-spaced, single-sided 8 1/2" x 11" pages. The narrative shall be prepared according to the format outlined below.

a. Need for Project

The Offeror should clearly describe the problem to be addressed by the project, using relevant statistics, where appropriate, to describe the project and the anticipated results in terms of the priority activities/scope of service indicated in 4.0 of this

document. Include information from any needs assessment process. Use specific data related to the Priority Activity. If the proposed service is based at or dependent on the cooperation of a school, include a letter of support.

b. Project Description and Goals

Please explain how the project meets an objective of the Consolidated Plan. To view the Consolidated Plan objectives, go to our website at:

<http://www.cabq.gov/family/Publications.html> and click on [Consolidated Plan and Workforce Housing Plan - Albuquerque 2008-2012](#). Most of the proposed projects for this RFP would fall under one of these objectives:

- **PF 3.** Utilize CDBG funds to acquire, renovate or expand public facilities that house services for low- and moderate-income persons, senior citizens, persons with disabilities or other at-risk people in order to expand and improve the quality of service delivery
- **PF 6.** Utilize CDBG funds for physical improvements to public facilities to enhance accessibility to the facility by persons with disabilities.

The Offeror should state the goals of the project in measurable, concrete terms. Project goals should be described in terms of **anticipated outputs** (the number and type of participants, the type/frequency of activities conducted, or the number of products created or distributed by internal activity of the agency) and at least one **anticipated outcome** (the results from the effort or program, the desired change in circumstances, knowledge, skills, attitudes or behavior among participants).

Each output and outcome goal needs one or more **indicators**. An output/outcome indicator identifies a specific numerical measurement (number or percent) that measures progress toward achieving an output/outcome goal. Indicators should be directly impacted by the program activity, be relevant to the output/outcome, measure an important aspect of the output/outcome, be comprehensive and be understandable. Evidence of performance include, but are not limited to, pre-post tests, information from agency or other records, questionnaires, rating scales, participant, parent, teacher, customer or community satisfaction surveys, case studies, focus groups, interviews, self-reports and observation. The Offeror must submit a copy of the proposed performance indicator with their response to this RFP.

City of Albuquerque Request For Proposals

Non-Profit Agencies and Public Organizations for Public Facilities and Improvements

PROJECT DESCRIPTION & GOALS	
Project Goals	<ul style="list-style-type: none">• Presented in measurable, concrete terms• Described in terms of anticipated outputs and outcomes and include indicators to measure results
Outcomes	<ul style="list-style-type: none">• Results from the effort or program• Desired change in circumstances, knowledge, skills, attitudes or behavior among participants.
Outputs	<ul style="list-style-type: none">• Number and type of participants• Type/frequency of activities conducted• Number of products created or distributed by internal activity of the agency
Indicators	<ul style="list-style-type: none">• Specific numerical measurement (number or percent) that measures progress toward achieving an output/outcome goal• Must be directly impacted by the program activity• Be relevant to the output/outcome• Measure an important aspect of the output/outcome• Be comprehensive and understandable

c. Project Methods – Acquisition / Renovation

The Offeror should describe specific plans for conducting the project, including

- A. the characteristics of the project;
- B. the major subtasks, subdivisions or subactivities to be performed in order to complete the project;
- C. the specific and measurable objectives for each task;
- D. The timeframe within which these objectives are to be accomplished; and the personnel (by position) who will complete the tasks, including the specific responsibilities and levels of experience, training required. Please provide a schedule including major milestones with delivery dates.
- E. Resumes of existing personnel filling these positions, or job descriptions for unfilled positions, should be included as an attachment.
- F. For Offerors submitting ADA project proposals, please describe Architectural Barrier/s to be Removed, including the type/s of barrier/s to be removed and type/s of disabilities to be benefited by the action.

d. Project Methods – Program Results

- A. Increase in service anticipated: estimate of additional clients able to receive services as a result of project. Consideration will be given to projects that expand services and/or the number of people able to receive such services.
- B. Proven Approach - What proven approaches, research and/or best practice information has been applied to the development of this project? Attach model program information, research articles and/or best practice standards referenced in the proposal.

e. Inputs

What are the resources invested in this project? (money, staff, organizational skills, volunteers, time, in-kind contributions, materials, facilities, equipment) Are there any constraints on resources that may affect success of the project? Identify specific source, type and amount of leveraged funding for the project. Identify if the leveraged funds are committed or anticipated, pending approval.

f. Organizational & Management Capacity

The Offeror should describe the organization of the proposing nonprofit agency and the types and quantities of goods and/or services it provides, including descriptions of their experience in providing services in the area of the proposed project and the following:

- A. Strength of organizational structure. Provide a brief narrative explanation of your organizational structure, its strengths and capabilities to complete a quality project on-time and within budget.
- B. Examples of problem-solving expertise. Provide an example of how your organization has effectively addressed and solved a problem (similar or not to this project).
- C. Previous project experience
- D. Financial capability and resources

g. Plan for Monitoring and Evaluation

The Offeror should describe a specific plan by which the agency will monitor staff performance in attaining the above-mentioned goals, implementing the project methods and tracking performance.

9.4 Work Program Summary

On the Work Program Summary Form (APP #7), the Offeror should summarize the major activities to be performed through the project detailed in the methods section, the specific objective for each activity (in quantifiable terms where possible), and the date that these objectives will be completed.

9.5 Project Budget

The Offeror must submit a complete budget on the forms (APP #2-APP #6).

9.6 Insurance Requirements and Other Assurances

a. Insurance Requirements

All contractors selected pursuant to this RFP will be required to procure and maintain, through the life of each of their contracts, a commercial general liability and an automobile liability insurance policy each with liability limits in amounts not less than \$1,000,000 per occurrence and in the aggregate. If any part of the contract is sublet, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

Policies must include coverage for all operations performed for the City by the contractor, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold harmless provision of the contract. The City must be named an additional insured and the policies must provide that 30 days written notice will be given to the City before a policy is canceled, materially changed, or not renewed.

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief..

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 N.M.S.A. 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but Offerors should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the agency should contact its insurance agent to determine if it can obtain the required coverage.

b. Other Assurances

The Offeror must submit, as an attachment to its proposal, a copy of the Representations and Certifications form (APP #8) giving assurances regarding compliance with certain civil rights laws and assuring that funds will not be used for sectarian religious purposes.

A successful Offeror may consult with the City contact to assure compliance with all applicable federal, state and local regulations, laws and ordinances.

c. Audit Requirements

Contractors who expend \$500,000 or more of Federal funds during the year must have an audit conducted in accordance with the Federal Government's Office of Management and Budget Circular A-133 as amended. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. Additional audit requirements are set out in the *Administrative Requirements*.

d. Goods Produced Under Decent Working Conditions

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees can speak freely about working conditions and can participate in and form unions.

9.7 Required Attachments

The responder, including all parties to a joint venture or consortium, an individual or a non-profit agency, as applicable, must attach to its proposal the items listed in **Section 13.0, Proposal Checklist**.

10.0 Compliance with Social Services Contracts Procurement Rules and Regulations

The City of Albuquerque's Public Purchases Ordinance exempts agreements for Social Services and social maintenance program services which shall be procured in accordance with written regulations promulgated by the Department of Family and Community Services and approved by the City Purchasing Officer. The City Purchasing Officer, by approval of these regulations has delegated authority to the Department to procure Social Services in accordance with the regulations. Section 5-5-20 (A) (2) ROA 1994.

The Department of Family and Community Services has adopted the *Social Services Contracts Procurement Rules and Regulations*. Procurement for, and review of, proposals will comply with the procedures set out in said regulations.

11.0 Proposal Review

11.1 Review Criteria: Proposals will be reviewed based on the following criteria:

Evaluation Criteria	Maximum Points
a. Need for Project	20
b. Project Description and Goals	15
c. Project Methods – Acquisition / Renovation	10
d. Project Methods – Program Results	20
e. Inputs	10
f. Organizational & Management Capacity	15
g. Plan for Monitoring and Evaluation	10
Total	100

11.2 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will be initially reviewed by staff of the Department of Family and Community Services to determine if the proposal is complete and conforms to this Request for Proposals. Completeness means that all required forms and attachments are included and comply with the *Administrative Requirements*. Conformity means that the proposal has been prepared according to guidelines regarding length, organization, and format as specified in **Section 9.0** above. Incomplete, nonconforming or late proposals may be deemed unresponsive.

b. Review Panel

The Department Director will, in writing, approve the composition of an ad hoc committee (minimum of 3 persons) from the Department of Family and Community Services and **may include a representative(s) from affected neighborhoods, constituents, service users and/or citizens that will review all proposals.** The proposals will be rated according to the review criteria specified in **Section 11.1** above. Based on these ratings, the committee will recommend contract awards and amounts to the Director of the Department. A recommendation for award does not constitute an award of contract. The award occurs after a contract is negotiated and approved by the City.

If, during the review process, additional information is needed regarding a proposal, the Department staff will request such information from the Offeror. In addition,

Offerors may be interviewed directly as part of the review process. Agencies will be advised of the time and date of such interviews.

During evaluation, proposals submitted shall be kept confidential. The Department will use its best efforts to restrict distribution to those individuals involved in the review and analysis of the proposals, but in any event, the City shall not be liable for disclosure of any information contained in the proposals during the review process. The proposals shall be open to public inspection after award of contract.

11.3 Competitive Considerations

Proposals will be rated according to the review criteria in **Section 11.1** above. The Department may require Offerors being considered for an award to participate in interviews or other discussions to explain or verify any aspect of the proposal submitted. The Department reserves the right to reject any or all proposals. The Department may negotiate the terms of any proposal after making a recommendation of award, in order to development a contract in the best interest of the City or the target population. The Department may award more than one contract per Priority Activity.

11.4 RFP Appeals Process

Offerors whose proposals are not selected may submit a written appeal. Letters of appeal must be submitted and arrive in the office of the Department Director not later than ten (10) working days after receipt of the notice of non-selection. Letters must be specific as to the matter being appealed. Appeals not submitted in writing, not specific in nature, nor which arrive late may not be considered. The Department Director's decision concerning the appeal is final and will be provided within 30 days of receipt of the appeal letter. Letters must be addressed as follows:

Valorie A. Vigil, Director
Department of Family & Community Services
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL

DFCS – Social Services – RFP-DFCS-09-05

All appeals will be responded to by the Department Director in writing.

12.0 Submission Process

12.1 Submission Requirements

Submit one complete original of the proposal, including all required attachments as listed in **Section 9.0**. Also submit 7 copies of the Project Narrative (**Section 9.3**), Work Program Summary (**Section 9.4**) and budget sections (**Section 9.5**).

Both the complete original and 7 copies are required for the proposal to be considered a complete submission. Label the submitted sealed packages **Social Services RFP-DFCS-09-05** and as "ORIGINAL" or "COPY" as appropriate. Please paginate and collate. Do not use covers, binders or tabs.

PROPOSAL DUE: 4:00 pm, Friday, July 31, 2009. Submit to the Office of the City Clerk.

Proposals will be date/time stamped by the Office of the City Clerk when they are received. Proposals stamped later than 4:00 p.m. on the due date, will be ruled non-responsive to this Request for Proposals and will not be considered for award.

The Department recommends that Offerors hand deliver their proposals, in advance of the deadline to:

Office of the City Clerk
One Civic Plaza
Basement #2041
Albuquerque, New Mexico 87102

If the Offeror chooses to mail its proposal, certified mail is recommended and it should be sent to the following address:

City of Albuquerque
Office of the City Clerk
P.O. Box 1293
Albuquerque, New Mexico 87103

Sufficient mailing time should be allowed to ensure delivery in advance of the deadline.

12.2 Clarification

Any explanation desired by a Offeror regarding the meaning or interpretation of this RFP must be requested in writing not less than ten (10) working days prior to the hour and date specified for the receipt of proposals to allow sufficient time for a reply to each Offeror before the submission of their proposals. All inquiries must be directed to **Valerie Bargas**, Community Outreach Coordinator, Department of Family and Community Services, P. O. Box 1293, Albuquerque, New Mexico, 87103 or fax (505) 768-3204. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given to a prospective Offeror concerning this RFP will be furnished to all prospective Offerors attending the pre-proposal conference as an amendment of this RFP, if such information is necessary to Offerors in submitting proposals on this RFP or if the lack of such information would be prejudicial to uninformed Offerors.

12.3 Acknowledgment of Amendments to the Request for Proposal

Receipt of an amendment to the RFP by an Offeror must be acknowledged (a) by signing and returning the amendment or (b) by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals.

12.4 Modification

Proposals may be modified or withdrawn by written notice provided such notice is received prior to the hour and date specified for receipt of proposals.

13.0 Proposal Checklist

Prior to submitting the proposal, the following checklist should be used to ensure that the proposal contains all elements required for a complete submittal. Items in the check list with identifying numbers refer to the numbers to be found on required Department of Family & Community Services forms included as attachments to this RFP.

To download forms from our website, go to <http://www.cabq.gov/family/Publications.html> and click on *Administrative Requirements*.

From that webpage, you can click on the entire *The Administrative Requirements for Contracts Awarded Under the City of Albuquerque (2008)* document, and the individual forms are available in Word or Excel format for you to download and complete. Please print completed forms and submit with your proposal.

The *Social Services Contracts Procurement Rules and Regulations* can be found on the city's website at <http://www.cabq.gov/family/rfp.html>

Proposal Checklist

- ☐ Acknowledgment of Amendments to the RFP
- ☐ Proposal Summary and Certification Form (APP#1) completed and signed by an authorized official.
- ☐ Project Narrative (maximum 10 pages).
- ☐ Applicant Work Program Summary (APP#7)
- ☐ Budget Forms
- ☐ Cost Reimbursement Budget
 - Expense Summary Form (APP #2)
 - Revenue Summary Form (APP #3)
 - Project Budget Detail Form -- Personnel (APP #4)
 - Project Budget Detail Form -- Operating Costs (APP #5)
 - Budget Detail Form: Projected Drawdown Schedule (APP #6)
- ☐ Resumes of key personnel or job descriptions of unfilled positions.
- ☐ List of references, including name of organization, contact person and telephone number, to verify performance history and customer satisfaction.
- ☐ Copy of the organization's most recent audit.
- ☐ Attachments on File (APP#9)
- ☐ Certificate of Non-Profit Incorporation
- ☐ Organization's Articles of Incorporation filed with the New Mexico Public Regulation Commission.
- ☐ Copy of current by-laws.
- ☐ Relevant licenses to operate as a business.
- ☐ Listing of current board members.
- ☐ Current organizational chart.
- ☐ Copy of the organization's travel reimbursement policies, if travel funds are requested.
- ☐ Copy of the organization's written accounting policies and procedures, which include procurement procedures.
- ☐ Copy of the organization's personnel policies and procedures.
- ☐ Copy of the organization's conflict of interest policy.
- ☐ Certificate of Good Standing and Comparison issued by the State of New Mexico.
- ☐ Representations and Certifications (APP#8)
- ☐ Drug Free Work Place Requirement Certification Form (APP#10)
- ☐ Debarment, Suspension, Ineligibility and Exclusion Certification (APP #11).